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Ear Candle Productions-Creative-Analytical San Francisco, California/United States of America
Financial Director, Art Director, Training Consultant November 2004 – ongoing

- California Public Utilities Commission** **San Francisco, California/United States of America**
Associate Government Public Analyst, HR Training Specialist L&D July 31, 2014 – May 20, 2015

- Nicholson Business Services-Analyst** **San Francisco, California/United States of America**
Consultant, QuickBooks, GAAP Accounting, New Business Development May 1986 – April 2014

- Investigative Financial Analyst, General Ledger reconciliations, Bank Reconciliations, Sales Taxes
- Prepare manual, ADP, Paychex, QuickBooks, any PR applications, services, and PR Tax Reporting
- HRIS experience in Outlook
- Process W-2s, 1099s, and W3/1096 reporting, EDD, Franchise Tax Board, Workman's Compensation
- Provide Full Charge GAAP Accounting for small businesses <https://nicholsonbusinessservices.com>
- Full Charge General Ledger Account, with AR/AP/PR expertise, and Credit Card Purchase Program
- Updated SOX (Revenue Recognition), General Accounting, ERP System, Concur
- Audit, approved and processed Travel/Entertainment expense reports for faculty and staff
- Instrumental in setting up South Park Creative/Technology Industries with GAAP Financial Statements, timely Customer AR, Vendor AP, Local, State, Federal Mandatory Reporting
- Clients with over 2M in billings:
 - Seed Communications; Emeryville, CA
 - Anchor/Manager for husband/wife team: an international traveling film production crew for IBM, Hewlett Packard
 - Emergent Management Corp, San Francisco, CA
 - Anchor/Manager for brother/sister team: an international traveling change management team

- The Conversation Group, San Francisco, CA
 - Anchor/Manager for international partnership of four: a Social Media Branding team

The Johns Hopkins University **Baltimore, Maryland/ United States of America**
Staff Accountant, Controller's Office Sept 1975 – May 1979

- Reconcile 24 Bank Accounts for all Department Budgets
- Enroll and manage Evening College registrants, and third party billings
- Reconciled 24 petty cash accounts for all JHU Departments
- Teamed with the Computer Department to design batching system to implement successful computerized tuition/payment processing
- Approved and processed travel/entertainment expense reports for faculty and staff

Corner Theater Board Treasurer **Baltimore, Maryland/ United States of America**
Treasurer, Fund Raiser, Actor-Director August 1975 – May, 1979

- Promoted ticket sales, managed bank account, theater management, performer
- Created Fund Raising Event that included all local theater groups to present excerpts of upcoming shows, and raised awareness and money for each group

EDUCATION

Voice One **San Francisco, California/United States of America**
 Daytime Conservatory Sept 19-Nov 26 2018
 Voice Over Trained in Radio, TV, Narration, Podcasts

San Francisco State University **San Francisco, California/United States of America**
Master of Arts in Education-Instructional Technologies December 2015

- **GPA:** 3.87 / 4.0; Developed Business Start up Training including GAAP and Sole Prop Taxes
- **Honors:** Deans List; 21st Century Paradox: Training the Unemployed for Self Employment
- **Relevant Coursework:** *Multimedia Instruction / Training in Organizations / Instructional Technology Design and Development-ADDIE, Web Design, Articulate Storyline 2, Adobe Photoshop, Premiere Pro, Master Collection, Captivate*

City College of San Francisco **San Francisco, California/United States of America**
Continuing Education-Accounting/Multimedia/Theater Arts 1993-2016

- **GPA:** 3.75 / 4.0;
- **Honors:** Deans List
- Relevant Coursework: *Financial Accounting, Managerial Accounting, Auditing, Flash Authoring, DVD Authoring, Federal Tax, State Tax, Theater Improvisation, Certified QuickBooks User* (Desktop preference, but can also do QKBKS Online)

Bay Area Video Coalition **San Francisco, California/United States of America**
Digital Directions (Adobe) Willie Brown Mayoral Scholarship 2004-2005
Continuing Education- Adobe Creative Suite of 3-4 Day Workshops for both Web/Video Core

Golden Gate University **San Francisco, California/United States of America**
Continuing Education-Accounting June 1985

- **GPA:** 3.0 / 4.0;
- **Relevant Coursework:** *Business Law and Math for Managers*

San Francisco State University**San Francisco, California/United States of America****Bachelor of Arts in Speech/Communication, Theater Arts, Education Technology** Sept 1980-May 1984**Post Graduate: CA Teaching Cred. ESL, English, Social Sciences, Humanities** Sept 1986-1991

- **GPA:** 3.67 / 4.0; Arts, Sciences, Humanities and English
- **Honors:** Deans List
- **Relevant Coursework:** *Human Biology, Chemistry, Ecology, Women & Words, Interpersonal Communication, Rhetoric & Comm. Theory, Comm. & Human Interaction, Sex Roles & Communication, Comm. Analysis-Organizations, Intercultural Comm.. Culture and Technology, Social Aspects of Human Sexuality, Form & Function-Spoken Word, Comm. & Social Process, Intra-cultural Communication, Ballet I, Piano, Thinking About Politics, Short Story/Poetry Writing*

The Johns Hopkins University**Baltimore, Maryland/United States of America****Continuing Education Business**

Sept 1974-May 1979

- **GPA:** 2.3 / 4.0; Introduction to University Levels
- **Relevant Coursework:** *Intro to Accounting, Intro to Social Anthropology, Principles of Management. Intro to Psychology, History of Philosophy, The Family, Expository Writing*

SKILLS, ACTIVITIES & INTERESTS

Languages: Fluent in English; Conversational Proficiency in English, Writing, BA Communications**Technical Skills:** 10-Key calculator, PC-Windows 10, iMac-OS X Yosemite, Audio/Video Recording Equipment, iPad, iPhone, Cable-Router Set up, Install Software, ADDIE Developer, Internet, Projector**Certifications & Training:** Lynda.Com MS Office, Certified QuickBooks User; Usability, Human Resources; AGPA Training Specialist- Curriculum Developer, GAAP Public Accountant (24 Accounting Credits, 20 years experience)**Activities:** SF City College Continuing Education, Landmark Forum, Ear Candle Productions Video Production; The Granite Countertops Band, 24 Hour Gym, Walks, Movies, Social Media (FB, Twitter, LinkedIn, Google Scholar)**Interests:** Investigative Accounting Communications; Ear Candle Radio, GAAP/Business Education, Health and Well Being, Dance, Music Production, Voice Overs, Narration, Video Production; Performance Arts; Learning and Development; Improvisation, Solar Energy, USA, Climate/Environmental Issues, Cooking (Judith Et-Hokins Workshop), Social Media

REFERENCES

ACCOUNTING REFERENCE LETTERS

2009-2011

https://nicholsonbusinessservices.com/TCG_Contract.pdf

https://nicholsonbusinessservices.com/The_Conversation_Group_Reference.pdf

2007-2008

<https://nicholsonbusinessservices.com/QBksCertification.jpg>

<https://nicholsonbusinessservices.com/StopAids.png>

2006

https://nicholsonbusinessservices.com/Treasure_Island_FAST_Team_Reference.pdf

https://nicholsonbusinessservices.com/Treasure_Island_FAST_Team_Reference2.pdf

1976-2008

https://nicholsonbusinessservices.com/Sun_Season_Products_Reference.pdf

https://nicholsonbusinessservices.com/Dr._Randall_Weil_Reference.pdf

https://nicholsonbusinessservices.com/Dan_Wang_Evergreen_Reference.pdf

https://nicholsonbusinessservices.com/JHU_Reference_Chuck_Wolfkill.pdf

https://nicholsonbusinessservices.com/JHU_Reference_Dale_Kirby.pdf

Talent Burst Security Clearance 2015

FBI/DOJ Clearance 2018

LinkedIn <https://www.linkedin.com/in/debra-nicholson-bassham-ma-ed-itec-3a895813/>